

Vacancy Announcement

**Education Technology Specialist
Federal Judicial Center
Washington, DC 20002-8003**

The Federal Judicial Center is the federal courts' agency for research and continuing education. Congress established the Center in 1967 as a separate organization within the federal judicial system at the request of the Judicial Conference of the United States. A nine-member board, chaired by the Chief Justice of the United States, determines its basic policies. The Information Technology Office (ITO) works with the other divisions in the Federal Judicial Center, including Research and Education. ITO consists of an applications development team, a systems team, and a technical support team.

The Information Technology Office has an opening for an education technology specialist to provide IT and audio/visual support at educational programs for judges and judicial branch personnel. Substantial travel is required.

Duties and Responsibilities:

Work collaboratively with federal judges and judicial branch personnel before and during educational presentations, many of which are off-site, that require IT and audio/visual support. Such support is delivered through the use of an audience response system, audio-visual equipment (LCD projectors, digital recorders, multichannel mixers, video cameras, wired and wireless microphones, video switchers and scan converters, etc.) and software presentation applications such as Microsoft Office Suite and Apple Keynote. Presentation sources include PC, Mac, and smart tablets (e.g., iPads).

Schedule and lead planning meetings with program managers and staff to ensure that all the technical requirements are identified in advance; provide guidance and provide technical solutions to meet A/V and IT needs.

Coordinate with the remote sites (e.g., hotels, meeting centers, and courts) to determine what the facilities can provide and what equipment will need to be shipped; conduct cost comparison to determine whether using remote site equipment or shipping equipment will be most cost effective.

Ship, store, and maintain all equipment (ARS, digital audio recorders, LCD projectors, multichannel mixers, cables, wired & wireless microphones, video switchers, etc.) used at educational programs.

Record, edit and post digital audio files created at educational programs. Provide assistance to staff in the Education Division who may require help when developing presentations using applications such as MS Office Suite.

Manage equipment inventory, maintenance and storage to include laptops, projectors, wireless devices, cables and adapters, etc.

Coordinate the distribution of equipment to staff for on-site and off-site educational programs.

Occasional heavy lifting (50 - 60 lbs.).

Other duties as assigned particularly when the incumbent is not on travel. Non-travel duties include providing day to day operations support to FJC staff as part of the overall Help Desk responsibilities.

Qualifications:

Highly desirable qualifications for the position are:

- substantial experience and demonstrated ability operating and maintaining audience response systems, audio-visual equipment and systems (e.g. LCD projectors, Mac and PC laptops, smart devices (both iOS and Android), wired and wireless microphones, multichannel mixers, video switchers, cables, etc.);
- proficient in configuring WiFi on various devices (PC, Mac, tablets);
- demonstrated knowledge of Microsoft Word and PowerPoint;
- demonstrated knowledge of all pertinent features of such IT and audio-visual equipment;
- excellent communication and organizational skills;
- demonstrated ability to work collaboratively;
- willingness to travel extensively (approximately two weeks per month);
- experience and skill in coordinating and negotiating with hotels and meeting hosts on IT/AV needs;
- ability to quickly troubleshoot and solve problems with minimal program interruption;
- and ability to lift heavy packages/packing cases.

Desirable qualifications are:

- demonstrated knowledge of educational electronic delivery formats (e.g. course management and learning management systems);
- demonstrated knowledge of collaborative technologies such as web conferencing;
- demonstrated knowledge of screen capture applications such as Captivate and Camtasia;
- demonstrated knowledge of software applications such as Apple Keynote; Presentation, and Corel;
- and an understanding of the federal courts.

Salary and Benefits:

The starting salary for this position is \$45,082 but for the successful candidate who is not currently a member of the Center staff, a higher starting salary, but not to exceed \$47,336, may be considered, based upon the successful candidate's current salary. This position falls in the FJC's payband III which has a salary range of \$45,082-\$84,519; however, not all incumbents can expect to reach the top of the range. If the successful candidate is an FJC staff member earning less than the starting range minimum, his/her salary will be brought up to the salary range minimum of \$45,082. If the successful FJC candidate's salary falls above the range minimum, that salary will be matched up to the payband III maximum salary.

The position does not carry the tenure rights of positions in the competitive civil service. Federal government benefits are applicable. An array of supplemental benefits are also offered including a transportation subsidy and a flexible benefit program allowing for pre-tax deductions for health insurance, health care, dependent care, and commuter expenses. The Center will consider a variety of flexible work arrangements for its employees including flextime and compressed schedules; partial telecommuting is also available on a case-by-case basis. The FJC is located in the Thurgood Marshall Building, conveniently situated to public transportation directly beside Union Station. The Marshall Building houses a child development center and a health fitness facility for its tenants.

Application Procedures:

Submit both (1) a cover letter describing your qualifications for the position and (2) a resume that specifies dates of employment, salaries, and responsibilities for all related positions, to:

Federal Judicial Center
ATTN: Human Resources Office, Room 6-190
Announcement #13-03
Thurgood Marshall Federal Judiciary Building
One Columbus Circle, NE
Washington, DC 20002-8003

When applying, please refer to Announcement #13-03. This vacancy will remain open until filled but to assure full consideration, applications must be received by November 4, 2013.

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